Content that Determines Where Information Can Be Found on a Particular California Secretary of State Web Page

Note: This document will be more fully developed once the page layout is confirmed by the full WGG. The WGG Presentation and Content Team recommends a two-column style sheet.

Left (Narrow) Column of Web Page

- The left-side navigation bar is a menu of major pages within a major section of the website.

- The sidebar menu should remain as static as possible to enable users to easily navigate within a section of the website.

Right (Wide) Column of Web Page

- Place new and/or high-priority summary information at the top-middle of the page, followed by more static summary information below.

- Use headlines and sub-headlines to make it easier to scan the page.

- When providing a link to a longer document on another web page, include a one-sentence summary or description of the document or page.

- Shorten pages whenever possible.